



**AGR VACANCY
ANNOUNCEMENT
ENLISTED
AMENDED**



**HUMAN RESOURCE/AGR OFFICE
NEW MEXICO NATIONAL GUARD
47 BATAAN BOULEVARD
SANTA FE, NM 87508
COMM: (505) 474-1218 DSN: 867-8218**

ANNOUNCEMENT #: M-04-2050a

**OPENING DATE:
27 JUL 2004**

**CLOSING DATE:
21 OCT 2004**

**POSITION TITLE:
TRAINING TECHNICIAN
AFSC: (3S0X1 or 3S2X1)**

**GRADE:
Up To MSgt**

OPEN FOR FILL:



STATE



NATIONWIDE

LOCATION OF POSITON:

**150th MPF/Education and Training Section
150th Fighter Wing
NMANG, Kirtland AFB, NM 87117**

TYPE OF POSITION



NMANG



NMARNG

**MILITARY ASSIGNMENT:
Same as Unit of Activity, NMANG**

**EVALUATION FACTORS USED:
Review of individual applications and
personal interviews.**

AREA OF CONSIDERATION: Open to permanent Presently Employed AGR members of the New Mexico Air National Guard. **Excluding applicants in fenced AGR positions.**

MILITARY COMPATIBILITY: Individual selected must be assigned, prior to appointment, to a compatible Duty Air Force Specialty Code of: **3S0X1 or 3S2X1. **Applicant selected that requires retraining, must meet requirements IAW AFI 36-2201 Volume 3, Attachment 3, Status code (M).****

HOW TO APPLY: Submit the following as a minimum.

NOTE: DO NOT submit your application in binders or document protectors.

- a. **SIGNED** NGB Form 34-1; Application for Active Guard Reserve Position.
- b. DD Form(s) 214 (all periods of active duty)
- c. Current Record Review RIP (not more than (1) year old

NOTE: You may include other supporting documentation or letters of recommendation.

ACCEPTANCE TIMELINE: Applications **MUST be received in our office **NLT 1600** hours on the Closing Date of the Announcement. We will date-stamp documents for received applications the same day of receipt.**

NOTE: Applications cannot be sent via U.S. mail at government expense. **Faxed applications will not be accepted.**

EQUAL EMPLOYMENT OPPORTUNITY: The New Mexico Air National Guard is an Equal Opportunity Organization. HRO will screen applications without regard to race, color, gender, national origin, lawful affiliations, martial status, membership/non-membership in an employee organization, or to any handicap, which does not interfere with accomplishment of the position requirements.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES: Accomplishes formal training actions through the Pipeline Management System. Monitors the Extension Course Institute/Career Development Course program. Ensures Unit Training Managers, Additional Duty Training Managers, supervisors, trainers, certifiers, and trainees are familiar with the concepts, scope, objectives and procedures pertaining to on-the-job training. Consults with and assists various personnel involved with the military training program. Implements and distributes periodic changes in training and assignment requirements from USAF. Performs in-processing and out-processing actions for personnel departing for, and returning from schools. Prepares and processes computer inputs to the data base for data elements related to OJT training schools and correspondence courses. Maintains administrative suspense, publication files and records within the section. Provides safeguards for CDC test materials. Accomplishes Community College of the Air Force registration and enrollments for assigned members. Administers and directs the base level Defense Activity for Non-Traditional Education Support (DANTES) programs. Maintains liaison with higher headquarters; local schools, colleges and universities; the state Department of Education, etc.

NOTE: INCOMPLETE PACKETS WILL NOT BE CONSIDERED